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NEW OL INITIATIVES, OBJECTIVES,
PROJECTS & STUDIES FOR FY88

NOTE: Each task in this list is assigned a task number such as FMD-p5 where FMD is the division or staff, p = the task designator, and 5 is the sequence number. In this case the number indicates project 5 for FMD.

The task designators are:

- i=initiative
- d=directorate objective
- o=office objective
- x=personnel objective
- p=project
- s=study

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NEW OL INITIATIVES, OBJECTIVES,
PROJECTS & STUDIES FOR FY88

INITIATIVES (ADDITIONAL FY90)

- (FY90-FMD-i1) New Parking Deck - \$10M
- (FY90-FMD-i2) Build New Auditorium - \$17M
- (FY90-FMD-i3) Develop Scattergood Property - \$50M
- (FY90-FMD-i4) EDR Expansion - \$1M

- (FY90-PMS-i1) Implement Automation of Contract Teams' Activities
and Expand use of Computer Applications - \$250,000
- (FY90-PMS-i2) Establish Agency Training Program for Procurement
- \$TBD

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INITIATIVES (NEW FY91)

- (FY91-FMD-i1) Rehabilitate Existing Auditorium - \$3M
- (FY91-FMD-i2) Chiller Upgrade - \$3M

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- (FY91-SD-i2) Communication links to establish decentralized
receiving points at major customer locations. -
\$300,000

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DIRECTORATE LEVEL OBJECTIVES

- (FMD-d1) Revise/Amend HQS Compound Master Plan
- (FMD-d2) In Conjunction with OIT, Develop Revised Courier Support Plan for NHB & OHB
- (FMD-d3) Integrated Logistics Support Plan (ILSP)
(continue from FY87)
- (FMD-d4) OHB Backfill (continue from FY87)
- (PPD-d1) Establish Approval/Control Mechanism for Desk Top Publishing Systems

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- (PMS-d1) Develop an Acquisition Management Training Program for Agency Procurement
- (PMS-d2) Develop ADP Enhancements to Agency Procurement System
- (PMS-d3) Perform Procurement Management Reviews

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- (SS-d1) Establish a SECOND/SIMS Interface Based on the Study Completed in FY87

OFFICE LEVEL OBJECTIVES

- (FMD-o1) Plan for, Develop, Promote, Facilitate Open Office Landscape
- (FMD-o2) Develop Centralized As Builts Drawing for OHB & NHB on Intergraph - As Builts
- (FMD-o3) Investigate Facility Management Activities Used in the Private Sector
- (FMD-o4) Establish/Implement Utility Monitoring/Control Plan
- (FMD-o5) Develop ADP Master Plan for FMD
- (FMD-o6) Initiate FMD Brown Bag Lunch Program to Improve Communication and Solicit Support Officer Feedback re FMD Support
- (FMD-o7) Implement S.I. Program to Coordinate all Activities Within FMD

- (PPD-o1) Implement Bar Coding in P&PD
- (PPD-o2) Develop System for Automatic Planning of Printing Jobs
- (PPD-o3) Complete Baseline Study of Printing and Photography
- (PPD-o4) Improve Versatility in the Work Force

- (PMS-o1) Devise Program for Technical Maintenance of the CIA Contracting Manual and Guide

- (PD-o1) Formation of the Agency Contracts Group
- (PD-o2) Implement Review Procedure for ACG Contract Process
- (PD-o3) Move Settlement of Cost-type Contracts to Settlement Branch
- (PD-o4) Plan, Institute Monthly Activities for the COI's, POI's
- (PD-o5) Introduce ACG Personnel to Contract Negotiation Process
- (PD-o6) Establish a "Mentor System" for COI's, POI's
- (PD-o7) Acquire 16 Additional Contracting Officers
- (PD-o8) Expand Temporary Typing Aid to All Teams, All Contracts
- (PD-o9) Develop Program of ACG Manager Visits to Teams, Contractors

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- (RECD-o2) Reorganization of RECD Drafting Room
 - (RECD-o3) Database REB

- (SD-o1) Devise a plan to relocate Supply Division elements
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- (SD-o4) Develop and implement an efficient method for disposal of Government property
 - (SD-o5) Continue with implementation of strategy items outlined during Fiscal Year 1987
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OFFICE LEVEL OBJECTIVES (continued)

- (NBPO-o1) Monitor Rt. 123/193 Roadway Improvements Project
- (NBPO-o2) Assist Annuitant in Writing History of NHB Project
- (IMSS-o1) Have CLAS Beta (Test) Site Facility Operational (IOC) by 01 Oct 88
- (IMSS-o2) Develop and Establish Standards for OL Personal Computer and Bar Coding Systems



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- (IMSS-o4) Oversee Scheduled Reduction of OL File Holdings in Preparation for Moves to the NHB - (joint with divisions & staffs)
- (SS-o1) Improve/Strengthen the OL/SS Industrial Security Program
- (SS-02) Enhance the Area Security Program at OL

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PERSONNEL OBJECTIVES

- (FMD-x1) Impact & Planning for New Facilities Org. (Career Track-Training)
- (FMD-x2) FMD Internal Quarterlies
- (FMD-x3) Develop Driver Training Program
- (FMD-x4) FMD Personnel Management /Counseling/Award Panel
- (FMD-x5) Expand Secretarial Cross Training/Educational Efforts within the Division
- (FMD-x6) OPS/Services Cross Training
- (FMD-x7) Flying Squad Participation
- (FMD-x8) Expand Mechanic Skill Base
- (FMD-x9) Cross-train Program with OD&E Couriers
- (PPD-x1) Implement Closed-Circuit TV to Improve Communications
- (NBPO-x1) P&TS Coordinate the Reassignments of all NBPO Personnel
- (IMSS-x1) Establish an OL All-skills Bank
(component responsibility to be determined)
- (SD-x1) Develop language capabilities of MLS employees
- (SD-x2) Develop a viable CO-OP recruitment program for Supply Division
- (SS-x1) Improve and Enhance the Role of the Clerical Staff in the Function of the Office

PROJECTS

- (FMD-p1) Asbestos Removal/Cleanup - Kitchen Fan Room
- (FMD-p2) Establish Renovation Funding Pool at Directorate Level
- (FMD-p3) Establish Engineering Review Board
- (FMD-p4) Develop A/E Standards
- (FMD-p5) 30 June "Wish List" for Yearend Crunch
- (FMD-p6) Expand Engineering Support
- (FMD-p7) Expand Contract Staff
- (FMD-p8) Study Options on Parking/Decals
- (FMD-p9) Expand and Tighten C.M. Control
- (FMD-pl0) Develop FMD 5 Year Plan
- (FMD-pl1) Establish Master Keying System for HQS Compound
- (FMD-pl2) Catalog all Existing Engineering/Facilities/Design Studies
- (FMD-pl3) South Dock Implementation Program
- (FMD-pl4) Develop P.C. Local Area Network within FMG
- (FMD-pl5) Finalize Computerized Program for Chilled Water, HVAC, & Elec. Dist.
- (PPD-pl) Replace Photo Morgue with Electronic Images Utilizing CD-ROM Technology
- (PPD-p2) Relocate COM and D&PC to P&P Building and Centralize Composition Functions in HQS
- (PPD-p3) Replace Delta Data terminals with Personal Computers
- (PMS-pl) Implement a Certificate of Appointment System for Contracting Officers (CO)
- (PMS-p2) Develop and Implement a Monthly Workshop Program
- (PMS-p3) Sponsor Four Workshops with CSAD/OF to Facilitate CO Skills Building in Cost and Pricing Techniques
- (PMS-p4) Implement and Manage the OL/PMS Resource Center
- (PMS-p6) Develop a System in CONIF for Reporting Significant Trends & Activities, Including Budget Data, Commitments, & Obligations for Use by Contract Teams & Host Offices
- (PMS-p7) Review and Determine Improvements Needed for the Settlement Process
- (PMS-p8) Develop a Briefing on Successful Agency Contract Review Board Presentations
- (PMS-p9) Publish a Procurement Newsletter Quarterly
- (PD-pl) Procurement Contract Automation
- (RECD-pl) Decentralized Support

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[REDACTED]

(SD-p5) Develop and implement an action plan for exploitation of ICS conversion to CLAS

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[REDACTED]

(SD-p7) Expand Bar Coding capabilities [REDACTED]

(SD-p8) Develop Bar Coding capability [REDACTED]

(SD-p9) Continue to enhance communications between SD and component logistics offices

(SD-p10) Advise all SD returnees from overseas locations of their new assignments prior to their PCS departure

[REDACTED]

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(SD-p12) Continue certification of Accountable Officers

(SD-p13) Continue enhancing customer services provided by SD

(NBPO-p1) Establish a Joint NBPO/FMD Records Mgmt. Officer Review of NBPO Files

(IMSS-p1) Convert Federal Acquisition Regulations System (FARS) to IDMS/R Database Management System

(IMSS-p2) Plan for Move of OL ADP Equipment to NHB

(IMSS-p3) Devise a Method with OF to Minimize Personal Property Claims for Cash Losses Involving Employees on TDY/PCS

(IMSS-p4) Plan for the New OL and OF Information Services Center in the NHB

(IMSS-p5) Track Implementation of the OL Information Handling Audit Recommendations made by OIT/IRMD

(IMSS-p6) Develop an IMSS Annual Planning Requirements Guide

(IMSS-p7) Develop OL "Image"-related Graphics

(B&F-p1) Establish PRA Records on Wang

(B&F-p2) Establish New VM System [REDACTED]

(B&F-p3) Further Refine the Trend Reports Begun in FY87

(B&F-p4) Establish Monthly C/B&F Visits to Proceed "How Goes It" meetings to correct financial discrepancies

(SS-p1) Review, Reorganize, Purge and Retire Contractor Security Files

(SS-p2) Distribute the New Agency ADP Security Plan (requires coordination with ISSD/OS)

[REDACTED]

(SS-p4) Review and Purge Old FOCI Material

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STUDIES

- (FMD-s1) Escort Impact
- (FMD-s2) New Parking Deck Feasibility
- (FMD-s3) Auditorium - Refurbish in Minimal Time with Capability that Meets Agency Needs
- (FMD-s4) Control of all Contract Activities on HQS Compound through Clearing House
- (FMD-s5) Intergraph Utilization Philosophy and Relocation
- (FMD-s6) EDR support to NHB
- (FMD-s7) Impact of Smoking on Open Landscape Environment
- (FMD-s8) Feasibility of Subsidizing Cafeteria Food Costs
- (PPD-s1) Study Optical Disk Technology (Compact Disk/Read Only Memory (CD-ROM))
- (PPD-s2) Study Options to Streamline Bindery Operations
- (PPD-s3) Study Feasibility of Automating Production of Microfilm for Finished Intelligence Program (FIP)
- (PPD-s4) Study Effectiveness of Secure Printing Project and Identify New Requirements

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- (SD-s2) Develop a demographic profile of MLS and Wage Grade Career Subgroups, compare it with projected requirements (numbers and types of skills), and use the product as a basis for directing recruiting and training efforts

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- (SS-s1) Study Implementation Plan for SECOND/SIMS/SATS Integration
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AGENDA

OL PLANNING CONFERENCE
 Sheraton - Fredericksburg
 21 - 22 October 1987

Wednesday - 21 October

0900 - 0905	Opening Remarks	D/L
0905 - 1000	FY 87 MBO Results	D/L and DD/L
1000 - 1015	Break	
1015 - 1100	FY 87 Budget Results/FY 88 Programs	EO/OL
1100 - 1200	FY 88 Objectives	DD/L
1200 - 1300	Lunch	
1300 - 1500	FY 88 Objectives	DD/L
1500 - 1515	Break	
1515 - 1700	FY 88 Objectives	DD/L
1700 - 1800	Happy Hour	
1800 - 1930	Dinner	
1930 - 1945	ILSP Program Updates	C/ILSP
1945 - 2000	NHB Program Updates	C/NBPO
2000 - 2015	OHB Backfill	C/HCS

Thursday - 22 October

0700 - 0830	Breakfast	
0830 - 0930	FY 90/91 New Initiatives	EO/OL
0930 - 0945	Break	
0945 - 1045	Personnel Strategy for FY 88 (Recruitment and Rotations)	DD/L C/P&TS
1045 - 1100	Break	
1100 - 1130	OL Reorganization Status	D/L
1130 -	LUNCH!	

ADMINISTRATIVE INSTRUCTIONS
FOR THE
OFFICE OF LOGISTICS PLANNING CONFERENCE

Sheraton-Fredericksburg Resort and Conference Center
Fredericksburg, Virginia

21 and 22 October 1987

1. ATTENDEES

Participants at the conference will be the D/L, DD/L, EO/OL, C/NBPO/OL, DC/B&FB/OL, OL division and staff chiefs, AEO/OL, and Planning Officer, IMSS/OL. In addition, on Wednesday evening, [] will speak on ILSP Program Updates, and [] will talk about OHB Backfill.

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The Planning Officer, IMSS/OL is the OL conference coordinator.

2. TRAVEL, LOCATION, AND ARRIVAL TIME

Travel to Fredericksburg will be by POV, and carpooling is encouraged. Attendees should obtain domestic travel orders before departure.

Driving distance to the Sheraton-Fredericksburg [] take I-495 to I-95 south (toward Richmond) to Exit 45B (Route 3 west). Look for Exit 45B about 1 to 2 miles after crossing the Rappahannock River. The Resort and Conference Center is on the right immediately after exiting from I-95 onto Route 3.

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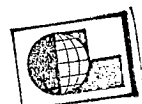
The parking areas near the entrance marked "5" on the attached floor plan are convenient to both our conference room and reserved guest rooms. We'll be using the Commonwealth Conference Room rather than the Lee Conference Room this year (see floor plan).

Please plan to arrive between 0800 and 0830 so that you can take care of any administrative details and receive room assignments. The conference will begin at 0900.

3. ROOMS AND REGISTRATION

Single rooms have been reserved for all attendees who will be staying overnight. The DC/B&FB/OL will attend the conference both days but will not stay overnight. The two guest speakers on Wednesday will be there for the evening only.

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The conference coordinator will pick up individual room keys for all attendees from the Front Desk on the morning of 21 October, make room assignments, and return all keys at the conclusion of the conference on 22 October. It will not be necessary for attendees to report to the Front Desk for check-in.

4. MEALS

All meals will be in a separate area in the Meadows (the smaller of the Sheraton's two dining rooms), except for dinner on 21 October, which will be in Dauphines. Lunch will be available after closing of the conference on Thursday, 22 October. Although no dress code is specified and casual dress is acceptable for both dining rooms, the Sheraton prefers no jeans. Please sign for meals by your room number.

5. COFFEE BREAKS

Morning breaks (coffee, danish or doughnut) and afternoon breaks (coffee, tea, sodas) are restricted to the Commonwealth Room, per Office of Security requirements.

6. SOCIAL ACTIVITIES

Shannon's, the Sheraton lounge, is open daily from 11 a.m. to 1 a.m. and features live entertainment nightly beginning at 9 p.m. The hotel management asks that jeans not be worn in the lounge.

7. TELEPHONE MESSAGES AND MAIL

Public telephones are located in the main lobby near the Front Desk and in Lobby 2 on the top level above the Lee Room. Outgoing official calls may be placed on your room bill or made collect. We recommend the latter for ease of contract payment. Outgoing personal calls are your own responsibility.

For incoming official calls, The Sheraton's number is Area Code 703 786-8321. Incoming official messages should be left in the name of the conference coordinator for the first name and/or title of the attendee. Example: Message to Edie for Tony or C/IMSS.

A house phone is available outside the Lee Room for calls within the resort/conference-center complex.

Routine incoming messages will be held at the Front Desk and picked up by the conference coordinator during morning and afternoon breaks and during the lunch and dinner periods.

Emergency messages received during conference hours will be delivered directly to the conference coordinator. Those received after conference hours will be directed to attendees (by first name only) in their hotel rooms.

Outgoing mail is picked up at the Front Desk between 10 a.m. and 11 a.m. daily.

8. COPYING FACILITIES

Limited copying is available at the Sheraton at \$.20 per page. It is recommended that you bring adequate copies of handouts or other materials you expect to use.

9. DELIVERY AND STORAGE OF CLASSIFIED DOCUMENTS

A two-drawer Agency safe will be provided in Room 257, adjacent to the Commonwealth Conference Room, for storage of classified documents. If you choose to have classified documents delivered to the conference, please deliver them to the conference coordinator by COB, Monday, 19 October.

10. SECURITY

Although the conference site has been surveyed by OS and approved to hold a classified conference, we are reminded that we should limit classified discussions and documents to the Commonwealth Room during the conduct of the conference.

All classified documents will be stored in a safe in Room 257, adjacent to the Commonwealth Room, which the conference coordinator will control at all times. The conference coordinator will also maintain control of access to the conference room and public-address room during the conference.

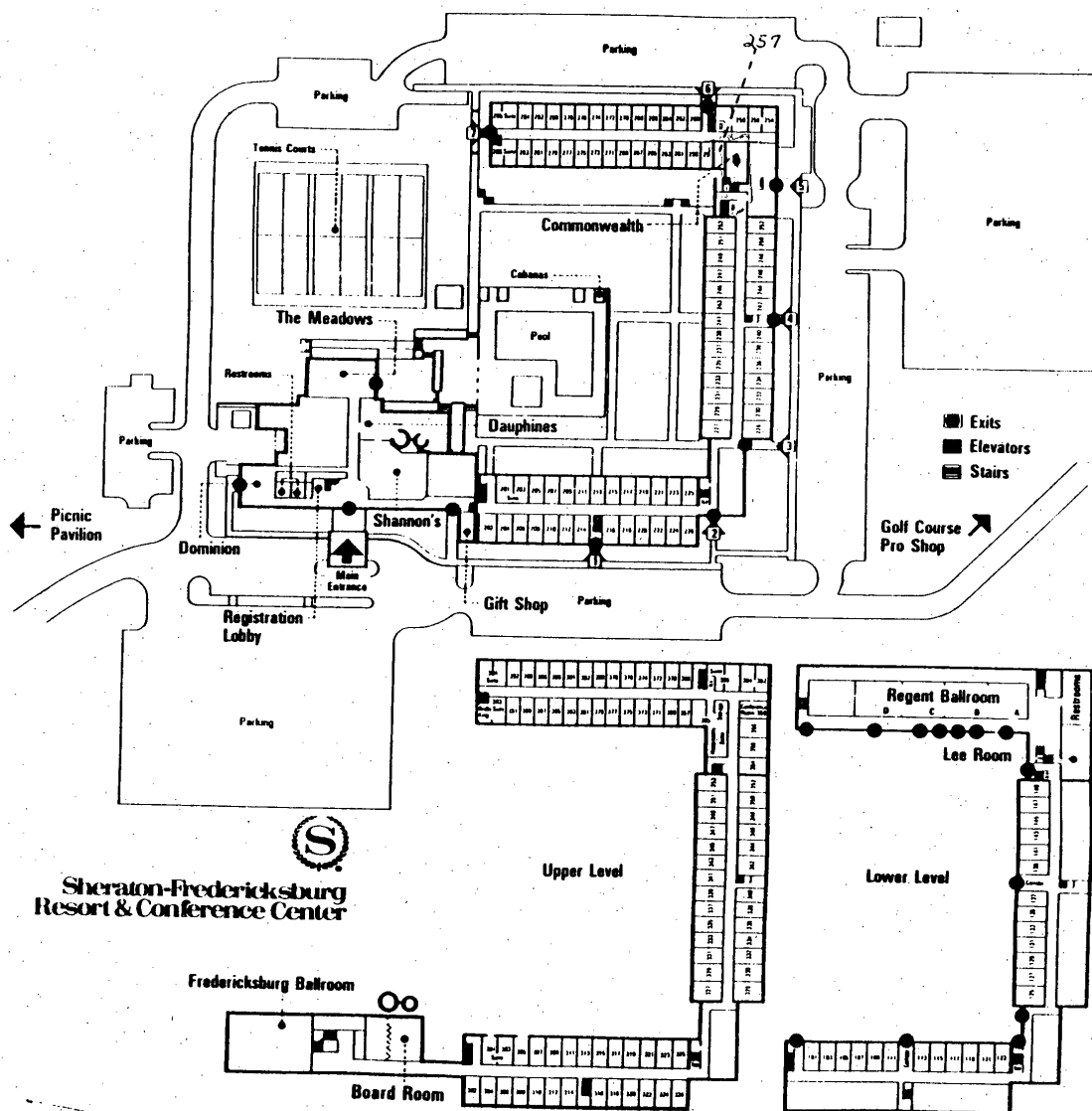
A security briefing will be given at the beginning of the conference, and an inspection of the conference room will be made by OS during the conference.

11. CONFERENCE EQUIPMENT AND SUPPLIES

An overhead projector, slide projector, easel with flip chart, pens, and paper will be provided.

ATTACHMENT

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